

# **NEWPORT PUBLIC LIBRARY**

## **Board of Trustees**

### **Meeting Minutes**

**November 19, 2015**

1. Call to order: Vice President Jennifer Booth called the meeting to order at 4:30 p.m. in the Rotary Board Room of the Newport Public Library.

Attendance: Michael Dutton, Chuck Flippo, Girard Galvin, Linda Martin, Susan McCoy, Justin McLaughlin, David Reed and Library Director Anne Shepherd.

Excused: Michael Dawson, David Gordon, Rita Slom, Jessica Walsh,

Absent: Angel Gonzalez

2. Amendment to the agenda:  
There were no changes or additions to the agenda.
3. Secretary's Report:  
Susan McCoy asked for changes or additions to the October 15, 2015 Board meeting minutes. Hearing none, she asked for a motion to accept the minutes as presented  
David Reed made a motion to accept the minutes as presented. Michael Dutton seconded the motion. A roll call was taken. Michael Dutton, Girard Galvin, Linda Martin, Susan McCoy, and David Reed voted for the motion. There were no votes against. The vote was unanimous. The motion carried.
4. Finance Committee report:  
The financial statement for October 2015 was reviewed. Both income and expenses are under budget. Investments increased by 4.9% in October.
5. President's report:  
There was no report at this time.
6. Building and Grounds Report:  
A new drive-up book-drop will be installed in the library parking lot. Construction begins Monday, November 23, 2015 and should finish in 3 days. The parking lot traffic flow will also change, becoming one way as you enter from Golden Hill Street.
7. Financial Development Committee report:  
Susan McCoy announced the letters for the annual appeal have been printed and will be mailed next week.
8. Friends of the Library:  
Chuck Flippo reported the Friends raised approximately \$3,500 in cash sales at the Holiday Sale. This was slightly less than last year.
9. Director's Report:  
Anne Shepherd distributed flyers for upcoming library programs and events. Computer classes and the new adult coloring program remain popular.  
The library has received two donations: \$2,000 from the Wilcox Family and \$5,000 from the van Beuren Foundation.

Renovations continue with the children's story-time room and downstairs offices and storage rooms completed. The children's picture book area is almost finished. The next scope of work will be the remainder of the children's area and the Friends work area.

10. Old business:
  - a. Piano update:

Anne Shepherd reported that items that did not sell at the last auction at Grogan & Company will be in the December auction. An album containing photographs sold for \$600 at the last auction.
11. New business:

Anne Shepherd reminded the Board that there is no meeting in December. The next meeting is January 21, 2016.
12. Adjournment:

The meeting was adjourned at 4:50 pm  
The next meeting is scheduled on January 21, 2016.